Imperial Calcasieu Human Services Authority

Governance Board Meeting

2001 Moeling St

Lake Charles, Louisiana 70601

October 5, 2017

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MINUTES

I. CALL TO ORDER

Gordon Propst, Chair called the meeting to order at 12:13pm noting that a quorum was present.

II. ROLL CALL

a. Gordon Prospt, appointed by Calcasieu Parish

b. Corlissa Hoffoss, appointed by Governor Jindal

c. Aaron LeBoeuf, appointed by Governor Jindal

d. Betty Cunningham, appointed by Beauregard Parish

e. Angela Jouett, appointed by Cameron Parish

Absent: Diana Hamilton, appointed by Governor Edwards

Scott Morgan, appointed by Allen Parish

EXECUTIVE STAFF PRESENT

a. Tanya McGee, Executive Director

b. Nikki James, Executive Assistant

c. Laurie Hebert, Community Services Director

d. Charmaine Anderson, Prevention Services Coordinator

III. INTRODUCTION OF GUESTS

Gordon Propst announced no guests were present.

IV. APPROVAL OF MINUTES

Board members received September minutes prior to the meeting. Gordon Propst entertained a motion to approve the September minutes. Betty Cunningham motioned and Aaron LeBoeuf seconded. Minutes unanimously approved.

V. APPROVAL OF AGENDA

Gordon Propst entertained a motion to approve the agenda. Betty Cunningham motioned and Angela Jouett seconded.

VI. Board Monitoring

1. Global Linkage

Tanya reminded the Board their sole official connection to the operation of the Authority, its achievements, and conduct will be through the Executive Director. The Board does not have any direct contact with staff.

1. Unity of Control

Tanya stated only the decisions of the Board acting as a body are binding. Tanya stated individual concerns should be brought to the Board. Individual members can suggest additions to the agenda, however, the majority of the Board must approve the additions.

1. Accountability of Exec Director

Tanya stated the Boards link to the operational achievement, conduct and accountability of staff is through the Executive Director (ED). The Board will never give instructions to staff are persons who directly or indirectly report to the ED. The Board will refrain from involvement with the evaluation of staff and will evaluate the ED’s performance yearly.

1. Delegation to Exec Director

Tanya stated through the written policies within the governance manual is how the Board direct and delegate to the Executive Director. Tanya is responsible for the operations of the districts. The Board has control over any polices in the governance manual and the changes within the Ends Statement which established our priorities and goals.

Tanya stated she does not have any recommendations for changes to the above reviewed policies. The Board agreed that no changes are needed.

VII. EXECUTIVE DIRECTOR REPORT

a. Treatment of Staff

Tanya reviewed the policy for treatment of staff and reports no grievances have been filed in the past year. Tanya stated ImCal is instituting an employee survey every two years. Aaron inquired about the grievance process. Tanya advised the Board that if a staff member has a grievance then they must follow ImCal policy in the reporting of the grievance. The follow basic steps are taken:

1. Encourage the staff member to try to work things out with their coworker on their own.
2. Take it to the direct first line of supervisors to see if a plan can be put in place to address the grievance

3. Contact the Executive Director if the grievance has not been resolved by supervisor.

Tanya stated she has no recommendation for changes to this policy. The Board agreed that no changes are needed.

b. FY19 Budget Submission

Tanya stated it is budget development time for FY19 and the due date is October 20th. ImCal has been working closely with Louisiana Department of Health (LDH) and the Division of Administration (DOA) regarding the budget. We are working on a continuation budget. There will be an increase in personnel and salaries due to the Civil Service market adjustment effective January 2018. Tanya stated ImCal will be requesting $7.9 million for state general fund which is an increase of $415,000 from FY18. Paul Duguid will report on the formal budget at the next meeting.

c. Update on Move to Tower

Tanya stated ImCal is continuing the process of culling through and cleaning out offices. A move plan was developed that includes record retention, furniture inventory, inventory of supplies, surplus items, wish list, etc. Hertz management will do an in-service with ImCal staff regarding the new building. At this time the move date is still December 1, 2017.

d. BH services in West Cal/Cam area

Tanya reminded staff that ImCal was contacted by West Cal Cam Hospital needed a psychiatrist on site. Due to a shortage of psychiatrist, ImCal offered a licensed clinician to assist the emergency room doctors with assessments. West Cal would set up an office for our staff to assist them and see our Sulphur clients. We currently serve over 500 clients in the Sulphur area. The current space on West Cal Cam’s property is too small for our needs. Tanya will be looking at some office space to lease in Sulphur. The plan is to provide the consultation for the hospital and also services to our clients in that area. No decisions will be made until after our move due to budgeting concerns.

VIII. NEW BUSINESS

No new business to present at this time.

IX. NEXT MEETING—November 2, 2017

X. ADJOURNMENT

Gordon Propst entertained a motion to adjourn the meeting. Betty Cunningham motioned and Angela Jouett seconded. Meeting adjourned at 1:03pm.